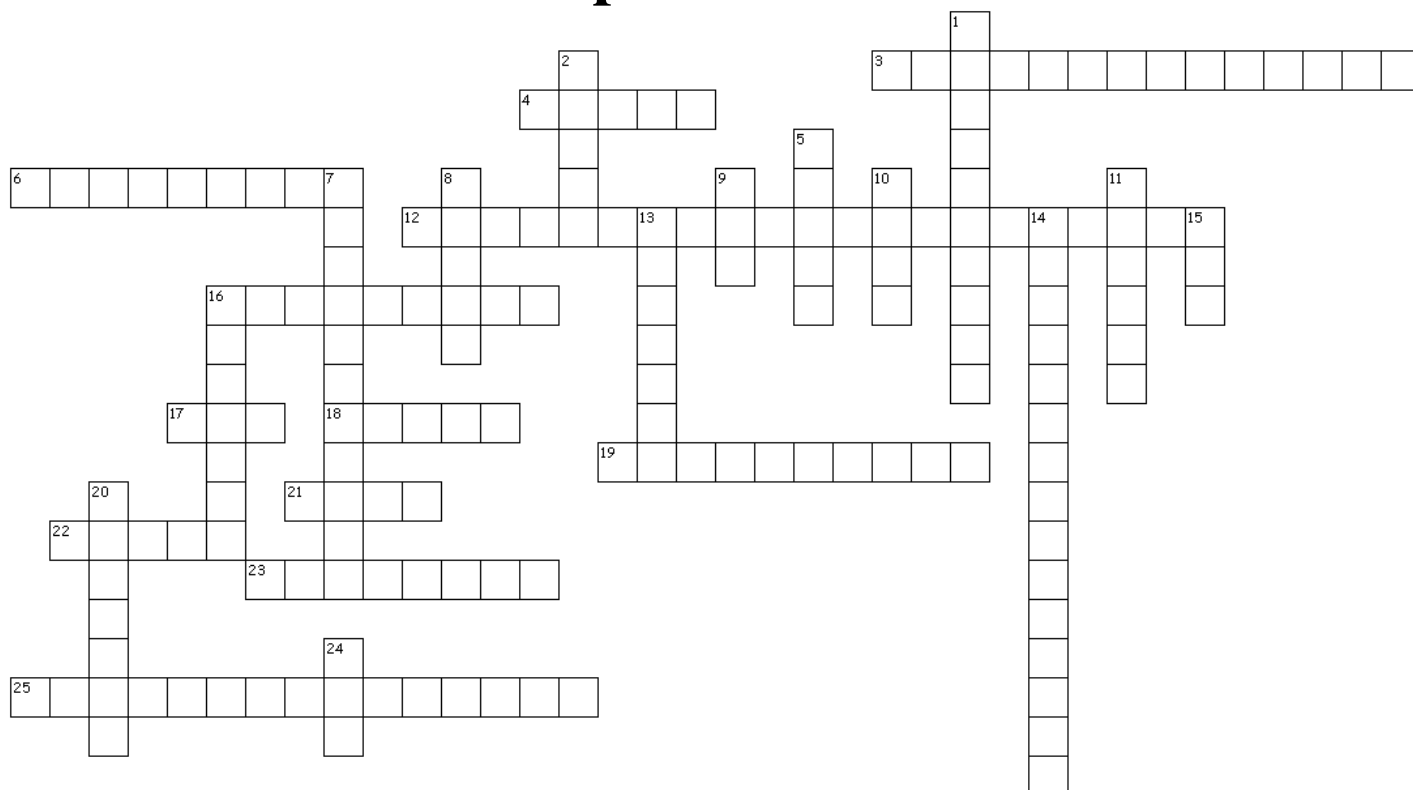


Name: \_\_\_\_\_

Period: \_\_\_\_\_

# Spreadsheets



## Across

3. A specific application program used to create spreadsheets
4. Usually the horizontal axis, usually left to right – usually shows the topics of the values
6. A special formula Excel has created for you such as average, sum, min, max ,etc.
12. Used to create formulas and calculations (+ - \* /)
16. Sorting from A to Z, 0 to 1, or low to high
17. Horizontal cells up and down a spreadsheet – represented by numbers (1, 2, 3)
18. One page in a workbook
19. Sorting from Z to A, 9 to 1, or high to low
21. Where a row and column intersect (A1, C3, D10)
22. Counts the number of cells in a range that contain a number
23. Click and drag this button to automatically copy from one cell to several others
25. These change as the formula is copied (A4 or C6)

## Down

1. The cell your cursor is in
2. A section of the spreadsheet identified by beginning cell and ending cell (C1:G10)
5. A visual representation of data
7. A grid of rows and columns containing numbers, text, formulas, and calculations
8. Usually the vertical axis, usually top to bottom – usually
9. Finds the lowest number in a range
10. Changing the order of information
11. Vertical cells across a spreadsheet – represented by letters (A, B, C)
13. Averages numbers in a range
14. These cell references (addresses) do not change as the formula is copied. They use the \$ in front of a cell, row, and/or column address (\$A\$4 or \$A4 or A\$4)
15. Adds numbers in a range
16. Adjusts the size of rows or columns to fit the data within those rows or columns
20. A calculation made using cell addresses and mathematical operators that starts with =
24. Finds the highest number in a range

Name: \_\_\_\_\_

Period: \_\_\_\_\_

**Spreadsheet** A grid of rows and columns containing numbers, text, formulas, and calculations

**Microsoft Excel** Application program used to create spreadsheets

**Row** Horizontal cells up and down a spreadsheet – represented by numbers (1, 2, 3)

**Column** Vertical cells across a spreadsheet – represented by letters (A, B, C)

**Cell** Where a row and column intersect (A1, C3, D10)

**Active Cell** The cell your cursor is in

**Sheet** One page in a workbook

**Range** A section of the spreadsheet identified by beginning cell and ending cell (C1:G10)

**AutoFit** Adjusts the size of rows or columns to fit the data within those rows or columns

**AutoFill** Click and drag the AutoFill button to automatically copy from one cell to several others

**Mathematical operators** Used to create formulas and calculations (+ - \* /)

**Formula** Use cell addresses and mathematical operators to create a formula – start with =

**Functions** A special formula Excel has created for you

**SUM** Adds numbers in a range

**AVERAGE** Averages numbers in a range

**MAX** Finds the highest (max) number in a range

**MIN** Finds the lowest (minimum) number in a range

**COUNT** Counts the number of cells in a range that contain a number

**Relative Address** Cell references (addresses) change as the formula is copied (A4 or C6)

**Absolute Address** Cell references (addresses) do not change as the formula is copied. Use the \$ in front of a cell, row, and/or column address to make it absolute (\$A\$4 or \$A4 or A\$4)

**Sort** Changing the order of information

**Ascending** from A to Z, 0 to 1, or low to high

**Descending** from Z to A, 9 to 1, or high to low

**Chart** A visual representation of data

**X-axis** Usually the horizontal axis, usually left to right – usually shows the topics of the values

**Y-axis** Usually the vertical axis, usually top to bottom – usually